

## Transfer &amp; Re-Instatement &amp; Provisional Licence Holder

## Tracks

Activity	Grade	Time mins	Rate £	Staff Cost	Other costs £	Sub Total	% of applications	Total
Advice and assistance to applicants	9	45	0.40	18.00	4.00	22.00	100	22.00
Create file	5	10	0.26	2.60		2.60	100	2.60
Check application and documents	5	20	0.26	5.20		5.20	100	5.20
Create Location and enter application details on CMS	5	30	0.26	7.80		7.80	100	7.80
Invoice and banking + finance cost	5	40	0.26	10.40	5.00	15.40	100	15.40
Reject licence / return for amendment / contact applicant for clarification	5	20	0.26	5.20	1.00	6.20	33	2.05
Premises inspection and notice check - write up notes on CMS	9	180	0.40	72.00	1.00	73.00	100	73.00
Make rep	9	120	0.40	48.00		48.00	33	15.84
Legal advice		45	1.67	75.15		75.15	50	37.58
Log & acknowledge reps av. 4	5	60	0.26	15.60	0.50	16.10	33	5.31
Conciliate reps & check write schedule	9	240	0.40	96.00	40.00	136.00	33	44.88
Report writing & distribution/postage	11	180	0.47	84.60	50.00	134.60	25	33.65
Hearing + room + support	11	240	0.47	112.80	250.00	362.80	25	90.70
Hearing Legal costs		240	1.67	400.80		400.80	25	100.20
Decision letters	9	60	0.40	24.00	6.00	30.00	50	15.00
Enter mand/standard conditions and print licence, write schedule for conditions left off	9	45	0.40	18.00	1.00	19.00	100	19.00
Convert & enter other conditions, schedule for conditions	9	120	0.40	48.00	1.00	49.00	100	49.00
Appeal	11	300	0.47	141.00	45.00	186.00	10	18.60
Appeal Legal costs		300	1.67	501.00		501.00	10	50.10
Check licence	11	30	0.47	14.10		14.10	100	14.10
Amendments & reprint	5	15	0.26	3.90		3.90	75	2.93
Recheck	11	10	0.47	4.70		4.70	75	3.53
Enter onto register	5	15	0.26	3.90		3.90	100	3.90
Postage, copying to Commission/police/file	5	15	0.26	3.90	3.00	6.90	100	6.90

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Total Cost	639.25	595
Plus 20% contingency	119	119
Total plus contingency		714
Max		1200

